

MAC Laptop Tips for Students

To log on:

1. Turn on computer with power button (top right).
2. Enter STUDENT in username field and hit enter button twice (leaving password blank).

To Access Your Student Directory:

1. Click on HOME folder on desktop.
2. Enter your ID# (without grad. year) and password in the Novell window.
3. Close window (click on red X in top left corner).

To Open a File in Your Directory:

1. File—Open
2. Select PHS globe
3. Click Students—Year of Graduation—Your ID#
4. Choose desired file.

To Save to your Student Directory:

1. Click File—Save As
2. Click on PHS globe
3. If you don't see PHS globe, click arrow next to document title of document in SAVE AS box.
4. Select HOME
5. Select STUDENTS
6. Click on your ID# and select SAVE

To Access USB drives:

1. Put USB drive into port on left side of laptop.
2. Click on USB drive icon on desktop to open files (often titled NO NAME)
3. To remove USB, drag icon to towards the trash can, which will turn into an eject button. (Lights on the drive will not extinguish.)

To Log off (at end of period):

1. Click APPLE and LOG OFF Student.
2. Wait for Log-in screen to appear before closing lid.

To Shut Down (at end of day):

1. Click APPLE and SHUT DOWN.
2. Wait for screen to turn black before closing lid.